



DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
5701 21ST STREET  
FORT BELVOIR, VA 22060-5940

REPLY TO  
ATTENTION OF

AMSAC-EO (690-600(a))

20 December 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Right to File a Discrimination Complaint Policy Statement

1. All civilian employees, former employees, and applicants for employment are covered by AR 690-600. Employees are entitled to initiate a complaint of alleged discrimination when they believe that they have been discriminated against because of race, color, religion, sex, national origin, age (40+), physical/mental disability and/or reprisal in an employment matter. This includes Equal Pay discrimination. Alternatively, if designated in writing, an attorney may file on behalf of the complainant.
2. Before a formal complaint can be filed, the individual must present the matter(s) to an Equal Employment Opportunity (EEO) Official for the purpose of seeking information on the process. If appropriate, a determination will be made as to the proper venue for an individual to use to address concerns and assignment of an EEO Counselor. Matters must be presented within 45 calendar days from the date the event occurred. If the matter involves a personnel action, it must be presented within 45 calendar days from the effective date of that action. An EEO Counselor will be assigned to conduct an informal inquiry after initial contact with the EEO Office.
3. Mediation, an Alternative Dispute Resolution (ADR) process, is a method by which an objective and impartial person (a trained mediator) facilitates communication between the aggrieved person and management. The mediator assists the complainant and management in resolving problems or disputes. The U.S. Army Security Assistance Command (USASAC) has developed its own ADR program. If mediation is not successful or if some issues remain unresolved after mediation, the complainant will be given a Notice of Right to File a formal complaint of discrimination. The complainant may file a formal complaint only on those issues addressed during mediation.
4. The EEO Counselor's inquiry is designed to reach a resolution of the aggrieved person's allegations. If resolution is not reached, a formal complaint must be filed within 15 calendar days from the date of receipt of the Notice of Right to File Discrimination Complaint. The complaint must contain a statement signed by the complainant, or attorney, describing detailed actions, practices, or issues giving rise to the complaint.

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5. All Army personnel will fully cooperate with and support the EEO Counselor in the performance of his/her duties. The EEO Counselor will be free from restraint, interference, harassment, coercion, discrimination, or reprisal in connection with the performance of his/her counselor duties.
6. USASAC is dedicated to the principle that people are the Command's most valuable asset and are entitled to work in an environment free of discrimination. The position of USASAC is to protect the integrity of the EEO process and preserve the rights of the individual.
7. Employees requiring more information regarding the discrimination complaint process or to discuss an employment issue may contact the EEO Office at DSN 656-2389 or commercial 703-806-2389. The EEO Office is located in Building 216, Room 105-C (in the basement at the bottom of the stairs).



CLINTON T. ANDERSON  
Brigadier General, USA  
Commanding